

THE EUROPEAN MARINE ENERGY CENTRE
JOB DESCRIPTION AND PERSON SPECIFICATION
BUSINESS DEVELOPMENT OFFICER (GRADUATE)

Reports to: Head of Innovation

Purpose: Identify, develop and secure opportunities for EMEC to grow its portfolio of projects.

Responsibilities:

1. Lead and support the scoping, development, and submission of high-quality proposals for publicly and privately funded projects across renewable energy, decarbonisation, and emerging technology sectors.
2. Proactively engage with new and existing technology developers to progress testing and demonstration opportunities at EMEC, ensuring alignment with EMEC protocols and strategic objectives.
3. Advise and assist clients with fundraising activities, including the preparation of compelling grant applications and supporting documentation for deployments at EMEC sites.
4. Contribute to the delivery of EMEC's Consultancy Plan by supporting consultancy assignments, providing market insight, commercial input, and technical coordination as required.
5. Ensure smooth handover of secured projects to EMEC's delivery teams, providing clear documentation, commercial context, and background to enable successful execution. Support project delivery by contributing to client reports, commercial assessments, and market analysis, ensuring outputs are accurate, insightful, and aligned with project objectives.
6. Support implementation of EMEC's Innovation Strategy and R&D Roadmap, identifying opportunities for innovation and contributing to strategic planning.
7. Build and maintain strong networks across offshore renewables, hydrogen, synthetic fuels, and other relevant technology areas, actively identifying and nurturing collaboration opportunities. Represent EMEC at conferences, workshops and industry events, to raise EMEC's profile & expand business opportunities.
8. Monitor and analyse market developments, providing timely and insightful intelligence to the organisation on trends, competitors, policy changes, and commercial opportunities.
9. Strengthen knowledge and data management within the Business Development function by supporting process optimisation, documentation standards, and continuous improvement initiatives.
10. Ensure that EMEC's Integrated Management System is adhered to and assist with identifying and progressing improvement actions, supporting EMEC's quality functions and accreditations.

11. From time to time carry out other assignments which may differ from the above as instructed by the Head of Innovation.

Reports: There are no direct reports to this position.

Person Specification

Education:

Essential – Educated to HND level in a science, business or technical subject.

Desirable – Post graduate degree in a discipline related to business or renewable energy.

Skills & Knowledge:

Essential – Strong communication and interpersonal relations skills with an ability to adapt information and present it in an advantageous manner. Computer literate with strong knowledge of MS Office products. An ability to communicate complex project ideas in a clear and concise manner using text, images, graphs, project plans and budgets. Information organisation skills, familiar with data management and basic accountancy. Ability to link a project to strategic objectives to secure buy in from third parties.

Desirable – Knowledge of the renewable energy markets. A strong understanding of and network in the renewable energy and/or decarbonisation sectors. Specific knowledge of preparing and negotiating contracts. Commercial understanding and acumen. Experience in drafting grant funding applications and commercial proposals.

Personal Attributes:

Essential – Self-motivated, able to develop agreed initiatives, owning the task but maintaining a strong relationship with the team at EMEC. Positive passion / bias towards zero carbon technologies. Ability to establish relationships with people (stakeholders, clients, potential clients) without undermining position for commercial negotiations. Ability to interact well and familiarise with other disciplines, especially technical aspects. Need to be motivated by the prospect of achieving commercial success. Intention to develop a commercial career pathway. Strong attention to detail and an ability to follow procedures and processes.

Desirable – Ability to interact well and familiarise with other disciplines. An ability to think 'outside of the box'.

Special Conditions Associated with the Role:

1. The role must be based in Orkney.
2. The role will involve regular UK and overseas travel for business activities.